



John Blandy Primary School

Meeting: Local Governing Body

Where: In person – JBL School

Date: Tuesday 24 May 2022

Time: 19.00

Name	Initials	Governor Type	
Lucie Belcher	LB	Parent/Chair	Yes
Hannah Boon	HB	Parent/Vice Chair	Yes
Lorna Butler	LBu	Parent	Yes
Simon Dando	SD	Community	No
Nina Davis	ND	Parent	Yes
Tamzin Einon	TE	Community	Yes
Suzanne Elliot	SE	Headteacher	Yes
David Hancox	DH	Community	Yes
Rachel Skeet	RS	Staff	Yes
Dianna Swale	DS	Staff	Yes
Kerri Treherne	KT	Community	Yes
Rebecca Wilson	RB	Other/Deputy Headteacher	Yes
Jan Clark, Clerk to Governors	JC	N/A	Yes

MINUTES

Meeting opened at: 19:05

Item	Subject	Action
1	<p>Welcome, Quoracy, Apologies and Declarations (including welcome to new governor) LB welcomed all to the meeting, with a warm welcome to the new governor, ND. Apologies were received and accepted from SD. The meeting was quorate. There were no new Declarations of Interest</p>	
2	<p>Urgent matters as previously notified to the Chair None.</p>	
3	<p>Minutes of last meeting: a) Approval of minutes of last meeting 31 March 2022 These were approved as a true record and agreed for publication on the school website.</p>	

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b) Matters arising from minutes of meeting on
31 March 2022

**ACTION: Clerk & School Office to share governor training and DBS information.
Clerk/School Office**

JC supplied the school office with up to date governor training, DBS and confirmation information from GovernorHub. The school office had some additional information, but many gaps were still identified. It was agreed that all governors should be responsible for their own data on GovernorHub, rather than rely on the Clerk and school office to regularly monitor it for them. JC has prepared a GovernorHub checklist, for all governors to complete and return, confirming all their information is up to date. The checklist will be emailed out to governors and returns monitored.

ACTION: Clerk to email GovernorHub Checklist to all governors, returns to be monitored to ensure all have completed their personal profile.

Clerk

ACTION: SE/DH to confirm whether additional funding is available through The John Blandy Trust. SE/DH
Completed, funding confirmed.

**ACTION: Head/Chair to start Parent Governor nomination/election process.
SE/LB**

Completed. Two vacancies and two nominations received. ND was appointed as a new governor and HB re-appointed for a further term of office.

ACTION: SE/LB to arrange an introductory meeting with Gareth Sheer, Clerk to email meeting details following instruction from SE/LB. SE/LB/ Clerk
Plans for a meeting are in progress.

ACTION: Clerk to contact school office, investigate editing alternatives to the School Website Meet the Governors page. Clerk/School Office

JC has investigated the editing options on GovernorHub. The school office entries on the staff page consist of a photograph with a brief description. This can be uploaded as a photograph editing block, whereas the more detailed information on Meet The Governors page consists of both photograph and text editing blocks. It was acknowledged that the Meet the Governors page needs attention. It was suggested that all governors visit the school website and view their own entry on the page to ensure they have a photograph and the pen portrait is as they wish it

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	<p>to appear. Updated photographs and pen portraits should be submitted to the Clerk to update the page.</p> <p>ACTION: All governors to visit the school website Meet the Governors page, check their own entry and email the Clerk an updated pen portrait and photograph if necessary.</p> <p>ACTION: SE asked all governors to consider Striving for Brilliance and asked for suggestions to further discussions. All Governors Postponed to a later date, governors to consider, date of further discussion to be decided.</p> <p>ACTION: Striving for Brilliance to be included on future Agenda.</p> <p>ACTION: KT to prepare a draft Introduction to the Local Governing Body for the parent information pack. KT Completed.</p>	<p>All Govs/ Clerk</p> <p>Head/ Chair</p>
4	<p>Governing body:</p> <p>a) Governor Training/GovernorHub updates Covered above.</p> <p>b) Governor link roles A Peer Review by the Trust team will take place in June 2022; the focus will be on Art.</p> <p>c) Introduction to JBL LGB for Parent Information Pack Letter from governors to be included (see above) it was not considered useful to include too many documents in the pack. Parents will be informed of class structure for the 2022/23 academic year as soon as possible. This will be done as a whole school, rather than in stages.</p> <p>d) Advance notice: Election of Chair of Governors for 2022/23 The current Chair, LB, gave notice that she does not intend to stand for re-election. It was agreed that the election of the Chair should take place at the July 2022 LGB meeting, so that the new Chair is in place by the start of the new academic year.</p>	

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	<p>e) LGB Meeting Dates: 2022/23 To be decided at the July 2022 LGB meeting.</p>	
5	<p>School Self Evaluation Form (SEF) Update and key priorities.</p> <p>SD reported that there were no recent significant changes to the SEF. All agreed to postpone SEF discussion to a later meeting.</p>	
6	<p>School Development Plan (SDP) & Strategic Plan - Striving for Brilliance</p> <p>As SEF, also see above.</p>	
7	<p>Strategic matters & Headteachers' Report:</p> <p>a) Headteacher's report (key points and questions)</p> <p>HB expressed thanks to the John Blandy Trust for their help and funding. The following questions were submitted by HB in advance of the meeting:</p> <p><i>Question: From the Headteachers report I take that the Attendance Policy has been crafted as a collaboration between schools in FLT, is this correct?</i> SE confirmed this is correct.</p> <p>SE explained she attached the Attendance Policy and the changes to the report, to provide further explanation. It was felt that some areas need to be clearer with more detail provided. A quarter of the school has absence levels which impact on the outcomes of school. For the outcomes to improve, attendance must also improve.</p> <p>School considers it vital that good attendance is promoted. SE has reported this to the Headteachers' meeting, with all Heads agreeing that the Trust will not authorise holidays during term time. Covid disruption has caused difficulties for parents, but those restrictions are easing and the pandemic is under better control. It is considered appropriate to resume the normal arrangements of holidays during school scheduled breaks only. RW reported that the lower year groups are those lowering the figures.</p>	

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DH commented that some positive reinforcement, such as incentives or treats for consistent attendance, could be considered.

SE responded that similar measures are already in place, with ball activities awarded for good attendance. Arrival in school will also be more closely monitored, with tightening up of acceptable arrival times, so that teachers can achieve registration smoothly and quickly. 15 minutes was considered an acceptable margin, although could be thought by some to be too limiting. SE and RW considered there is benefit in putting this measure in place. 'Late' is classed as arrival after 8.55am. It was suggested that parents who arrive late with their children could be directed to walk around the long way in. Attendance sheets for parents could be issued three times a year. This would raise the profile of the issue of attendance and encourage parents not to be late.

ND considered it important for parents to be informed why it is so vital for children to be in school ready to learn by a certain time. Parents may not always appreciate the impact of late arrivals on the whole class and learning process. SE noted that this had been communicated within the newsletter, however, it has not been fully expressed as to the wide impact on pupils.

KT suggested there could be a form of communication to parents, for children to take home, with a late arrival notification. It was agreed that the children can be embarrassed if they are late and such a measure would help parents understand the impact of being late to school.

SE accepted that there are sometimes unavoidable circumstances which cause late arrivals, but that persistent lateness needs to be addressed.

Question: In terms of attendance figures, is 93% low for JB historically? If so, do we know what is covid and what is other, as per the staff data?

SE confirmed the figure is historically low for John Blandy.

*Question: Do we have more recent, rolling data? It would be useful to know what attendance is now, without the covid-waves. **If attendance is to have a raised profile / be a key target (and the policy makes a strong case for this) we could do with more precise data in order to monitor and adjust approach as required.***

SE responded that since September 2021, the government has changed the rules and it is difficult to provide more precise data. SE accepts that some children's attendance was attributed to Covid, which has had a knock-on effect. From



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September 2022, data will be easier to assess, now that Covid is less prevalent and has less impact than over the past two years.

The School Information Management System (SIMS) allows dates to be set so that the parameters can be changed in order to focus on particular circumstances.

Question: 1.1 Free School Meals (current) = PP? Are the 31 children distributed across the year groups, or are they weighted towards the younger years? i.e. is the increased emphasis on PP children in this report and trailed for the September SDP / other policies an indication that school anticipates this overall proportion to increase and we need to swivel towards it, as per SEND provision?

SE responded that some year groups have more Pupil Premium children than others, it is not until Y3 that the overall impact becomes more evident. Our ELSA helps support some of our PP families.

Question: 3.3 "subjects which follow a scheme or do not need marking are given to HLTAs "Would you provide some super-quick examples please?"

Examples include: PHSE, RE, PE, the Computing Scheme and Music. Some schemes are easier to immediately pick up than others. Higher Level Teaching Assistants (HLTA), in discussion with teachers, identify which scheme they are best suited to deliver. Feedback from HLTAs is positive and they enjoy teaching the schemes. HLTAs have been able to identify beneficial changes to some of the schemes and adapt them to be more relatable. Knowledge of the children helps with this approach.

Question: 3.5 How are student teachers for the placements selected? Are they placed with us, or is there some form of open application process? Just thinking in terms of the Equaliteach and the diversity that the children observe/experience (do we get who is sent / or get our choice of who applies).

Student teachers are allocated from Oxford Brookes University, JBL apply for how many students school can accommodate and identify where there is an appropriate gap.

Question: 4.3 What will be the wider impact of the cost of living increase on school lunch provision; smaller portions / cheaper ingredients or greater cost to school? Have conversations begun around this? What are our options and what is preferred by school? Or are such decisions taken centrally at FLT? Feeding children well at

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lunchtime appears to be a current commitment, and is not isolated from attendance and support of PP/vulnerable children.

It was noted that school meals are set to increase by 10p, although this is the first increase in some time. School does not have any option on implementing the increase.

SE reported school is considering ways to help families struggling with the current economic circumstances. A suggestion has been made to set up a Food Bank Table, positioned discretely in school, so that families have the opportunity to supplement their groceries.

HB considered it would be advisable to contact a Food Bank for guidance on how this could be approached, as the organisation and implementation of such an initiative could be difficult. The nearest Food Bank to JBL is in Abingdon, the position of which is not easily accessible. At Christmas there are measures to supplement family supplies for those that need it, but no such measures are in place for the rest of the year.

LB suggested talking to the Friends of JBL to collaborate with school on ways families could be helped.

All agreed school should provide some help, in a considerate and confidential way. Families in need of support are not easily identified; school must be mindful of their privacy. It was noted such families are not necessarily PP families, but those that just missed out by narrow margins. There is a very diverse mix of families at JBL. Many families would be willing to help but may not be aware there are difficulties for some.

ND suggested involving local shops and encouraging donations. SE reported there are some schemes in places, such as Good to Go, but not all families were able to access these.

ACTION: Investigate additional help for families, ask for input from Friends of JBL.

Question: 5.2 Is MIS the school management system?

MIS is the School Management Information System.

Question: Please could we also have an update on progress made towards the curriculum development of the subjects recognised as "weaker" at the previous

School /
LGB

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meeting? French and PE were highlighted. **Will the curriculum be in place as intended by the SLT for the September start?**

SE considered that the subjects identified as 'weaker', were not necessarily significantly lacking, but were just acknowledged as subjects which could be further improved.

SE presented to the meeting, a colour coded chart for teachers to complete and assess their subjects. This will give an overview and aid discussion at the Curriculum Standards meeting.

RW reported there has been significant progress made with PE. SE is confident that PE, French, Art and DT are improving. School Lead teachers are making good progress, but it is acknowledged there is far too much to cover and document. For instance, Art has made significant progress although all of this is not necessarily written down.

SE has recently visited Buckland School for a History Deep Dive, which was very useful for sharing ideas. School is always looking to improve and collaborate. There will be a two year (A&B) cycle, with the different year group mix to be decided, depending on numbers.

Question: I would also really like to revisit the main strategic aims with the wider board. People may have come up with something to add in the thinking-time since the previous meeting, and this is a good point in the year to be checking on the agreed direction/priorities ahead of the SDP for the coming school year.

Governors were asked if they would like to contribute further ideas and strategies. HB considered that the excellent quality of JBL teaching was one of the main areas that matters to parents; Quality First Teaching is key.

SE reported a push on Pupil Premium to ensure those children are making progress. Links with parents, potential Workshops to support children's reading and Phonics have been discussed.

Parental volunteers can now be welcomed back into school following Covid restrictions. They must have a new DBS and complete all relevant paperwork. If the person is not known to school, references will be taken up.

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KT considered good progress has been made with the Strategic Aims and school is consistently working towards making positive developments. SE stressed that consistency is key for parents.

LB commented that it would be useful to ask parents what they considered to be the strengths of school and what mattered most to them. SE responded that this would be a good initiative, but would not realistically be achieved during the busy summer term; it could be considered in the new academic year.

SE reported that the data for this academic year will be low, which distances the school presently from achieving Outstanding. Next and future years could show significant improvement. When the current children were in Y2, we had no Greater Depth writers at that time.

DH commented that outcomes are important, but of equal value is the good progress of individual children, especially when considering the detrimental effects of the pandemic.

With regard to the test week it was noted that Y6 children in particular have worked extremely hard, with very positive attitudes to the assessments; SE hoped this would be reflected in the data. The beginning of the week was challenging, but there was a significant improvement by the end of the week. All agreed this positive attitude is to be celebrated and would stand the children in good stead for secondary school.

Gemma Rogan (GR), Trust Safeguarding Lead, visited school on Friday 20 May 2022 and the visit was very successful. GR was able to provide reassurance, support and positive feedback. JBL has a high number of Team Around the Family (TAF) children. It has been recognised that support needs to be put into place in pre-schools, to minimise problems at Primary level.

b) Staffing

Full details in Headteacher's Report. No announcements on teaching staff will be made until after 31 May 2022. After this date, parents will be informed of the teaching structure for the next academic year.

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c) Covid (Update)

During terms 3 and 4 there was a high level of staff absences through Covid. External supply cover, if it can be found, is not always ideal as supply staff are not usually familiar with the school and children. **All staff stepped in to provide cover for absences and the meeting thanked them all for their commitment and hard work during such challenging times.**

No Covid cases have been reported since Easter, although it was acknowledged that testing is no longer available.

d) School Performance Data

School is waiting for the released standardised score for Y2 data, due on 1 June 2022.

e) Health & Safety/Premises

On 12 June the Health & Safety Audit will take place and provisional dates are booked in for next year. School is still experiencing problems with the pipework. An external letting has been arranged for three weeks during the summer break and the Caretaker is monitoring the building for safety to ensure the let can go ahead. The Trust no longer operates Condition Improvement Fund (CIF) bids. Instead money is allocated from a central fund, awarded according to who has the greater need.

f) Finance & School Budget 2022/2023

All had studied the Finance Report from DH. He reported that there is a significant reduction in the deficit, which puts school in a strong position. The budget for 2022/23 is balanced and projections are positive with school in a good position.

There is an ongoing deficit for years 4 and 5, although this sum amounts to only around six pupils and therefore can easily change. Different scenarios would impact on the budget, but developments have been considered and allowed for wherever possible, including for increasing energy costs.

SE was congratulated on navigating the school through difficult times and the resulting strong financial position enjoyed now.

DH was thanked for all his hard work and for his expertise.

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	<p>The budget was formally approved by all governors, to be submitted to the Trust.</p> <p>ACTION: 2022/23 Budget approved, to be submitted to the Trust by the deadline.</p>	Chair/HT
fo8	<p>Policies</p> <p>Attendance Policy – Approved.</p> <p>Equality Objectives – Agreed and approved</p>	
9	<p>Governor Reports & Visits to School</p> <p>No visits to report.</p>	
10	<p>Correspondence</p> <p>None to report.</p>	
11	<p>FLT News Update</p> <p>No developments, DH reported most of the Trust attention was towards the school budgets for this term.</p> <p>SE reported school is looking at taking on an Internship for a Teaching Assistant, working at school four days a week and at college for one day.</p>	
12	<p>Any Other Business</p> <p>Question to the LGB from a school TA</p> <p><i>LBU received a message from a TA in school, who is concerned about paper wastage, limited resources (glue sticks etc.) in school and lack of recycling.</i></p> <p>SE responded that she has spoken to staff about unnecessary photocopying. Classes used to have recyclers, but due to the pandemic this has lapsed. It has been noted that the school cleaners have been putting paper waste into general waste bins, rather than recycling. This has been raised with the cleaners.</p> <p>SE informed that resources have been purchased and had just arrived in for this year and moving into the academic year were being distributed. Limited resources experienced, during and immediately following, the pandemic could be attributed to the individual requirements for each child under Covid rules. Teachers are</p>	

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	<p>encouraging children to put the lids back on glue sticks and economise where practicable. School is moving away from using fountain pens, as many children do not bring them into school and school is having to provide them. From September ball point pens will be used, with fountain pens only used by those children who wish to bring their own.</p> <p>In past years school has considered asking parents for contributions towards consumable resources, but did not proceed with this.</p> <p>Leaver donations/leaving gifts to school</p> <p>To put leaving gifts to best use, KT suggested that one book could be purchased by each Y6 leaver to provide the library with a set of books. Each book could include an inside sticker showing the name of the child who donated the book. Parents would need to be consulted and the organisation of the initiative thought through. A 'wish list' of books was also suggested.</p> <p>HB suggested using existing funds, earmarked for class competition, to fund the books. It was agreed that this option could be investigated further. The Reading Leads in school will be consulted on how best this could be achieved and asked for their advice on suitable book titles.</p> <p>LB highlighted that Y6 parents are asked to contribute towards a number of things this term, externally from school (leavers celebrations) and suggested the scheme could be widened in future years.</p> <p>ACTION: SE to discuss leaver/parent funded book scheme with Reading Leads in school.</p>	Head/ Reading Leads
	<p>Next Meeting Date 2022:</p> <p><u>NEW DATE: Tuesday 12 July</u> (Changed from Thursday 14 July)</p>	

Meeting closed at: 20.50

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